



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City 1105

INVITATION TO BID
“PUBLIC BIDDING OF QUARTERLY GENERAL OFFICE SUPPLIES FOR CY 2021
REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN”

- The Office of the Ombudsman through the General Appropriations Act for CY 2021, intends to apply the sum of **Three Million Two Hundred Two Thousand Pesos (₱ 3,202,000.00)**, being the Approved Budget for the Contract (ABC) to payments of the procurement of **Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman (PB 2021-02)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The Office of the Ombudsman now invites bids for the **Public Bidding of Quarterly General Office Supplies for CY 2021 Requirement of the Office of the Ombudsman**, categorized as follows:

OBJECT OF BIDDING			Bidding Fees
Lot No.	Particulars	Approved Budget for the Contract (ABC)	(Non-Refundable)
Lot 1	General Office Supplies	₱ 784,000.00	₱ 1,000.00
Lot 2	Data Folder	₱ 300,000.00	₱ 500.00
Lot 3	Bookpapers	₱ 1,380,000.00	₱ 5,000.00
Lot 4	Original Toners/Ink Cartridges	₱ 738,000.00	₱ 1,000.00
Total ABC for Lots 1, 2, 3 and 4		₱ 3,202,000.00	

- Delivery of goods and services is required within **fifteen (15) calendar days for lots 1, 3 and 4; and thirty (30) calendar days for lot 2** after receipt of the Notice to Proceed. Bidders should have completed from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
- A complete set of Bidding Documents may be acquired by the interested Bidders starting **24 February 2021 to 12:00 p.m of 15 March 2021**, from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (₱1,000.00) for lots 1 and 4, Five Hundred Pesos (₱500.00) for lot 2 and Five Thousand Pesos (₱5,000.00) for lot 3. The bidder is allowed to present its proof of payment for the fees through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Office of the Ombudsman, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

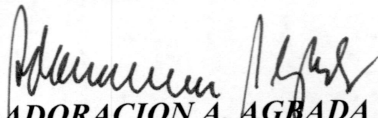
- The Office of the Ombudsman will hold a Pre-Bid Conference on **04 March 2021 at 1:30 p.m. through video conferencing via Microsoft Teams application**, which shall be open to prospective bidders.

8. Bids must be duly received by the receiving personnel situated at the Ombudsman Main Building - Lobby through **manual/physical submission** at the office address indicated below on **15 March 2021 at 12:00 p.m.** (**deadline of submission of bids**)
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. **Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected** (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
10. Bid opening shall be on **16 March 2021 at 1:30 p.m. via Microsoft Teams application.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

COST OF BIDDING DOCUMENTS (Non-refundable)	Lots 1 and 4 - ₱ 1,000.00 Lot 2 - ₱ 500.00 Lot 3 - ₱ 5,000.00
INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS	24 February 2021 to 15 March 2021 - Inspection may be made through online (internet) at PhilGEPS website or Ombudsman website - For payment of bidding fee, please contact the BAC Secretariat thru its email address for the Ombudsman bank account number.
PRE-BID CONFERENCE	04 March 2021 at 1:30 p.m. - Online via Microsoft Teams app - Prospective bidders who will join may submit their email address to BAC Secretariat email on or before 11:00 a.m. of 04 March 2021
DEADLINE OF SUBMISSION OF BIDS (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected) (Reference: Sec. 25.9, 2016 RIRR of RA 9184)	On 15 March 2021 at 12:00 p.m. - Manual/physical submission of bidding documents and with 1-day disinfection of documents before opening of bids, receiving personnel situated at the Ombudsman Main Building - Lobby, Ground Floor, Agham Road, Quezon City
OPENING OF BIDS	16 March 2021, 1:30 p.m. - Online via Microsoft Teams app - Bidder/s who will join may submit their email address to BAC Secretariat email on or before 11:00 a.m. of 16 March 2021

11. The Office of the Ombudsman reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
BIDS AND AWARDS COMMITTEE SECRETARIAT (CENTRAL), Ground Floor Ombudsman Building, Agham Road, Diliman Quezon City 1105
 ☎ (02) 8479-73-00 loc.2206
 ✉ bac@ombudsman.gov.ph / bac.ombudsman@hotmail.com
13. You may visit the following websites for downloading of Bidding Documents:
www.ombudsman.gov.ph or [PhilGEPS Website]


ADORACION A. AGBADA
 Acting Assistant Ombudsman, Luzon
 Chairperson, Bids and Awards Committee